

Section 4: Professional Growth Experiences For School Leaders

Point Values and Conditions for Continuing Education

All options selected must relate to Indiana **standards** and meet portfolio criteria; documentation must reflect this. The *Standards for Building Administrators* and *Standards for District Administrators* are listed below.

Standards for Building Administrators	Standards for District Administrators
Standard #1 A Vision of Learning	Standard #1 Educational Vision
Standard #2 School Culture and Instructional Programs	Standard #2 School Culture
Standard #3 Management	Standard #3 Management
Standard #4 Collaboration with Families and the Community	Standard #4 Communication and Collaboration with Communities
Standard #5 Acting with Integrity and Fairness in an Ethical Manner	Standard #5 Acting with Honesty, Fairness and Professional Ethics
Standard #6 The Political, Social, Economic, Legal and Cultural Context	Standard #6 Political, Social, Legal, Economic & Cultural Environments
	Standard #7 Instructional Programs
	Standard #8 Policy Implementation

For the complete standards, including performance statements, please visit the website of the Indiana Professional Standards Board at www.in.gov/psb. A school administrator must have a **MINIMUM** of 90 total points to be eligible for renewal of his/her license. All activities must have the approval of the Professional Growth Team. All activities must address multiple standards, as defined by the Professional Growth Team. All activities must have been completed subsequent to the issuance of the previous administrative license and have occurred within five years of the renewal date.

Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
In-service Credit	45 points/5 year period	1 credit/semester hour =15 points 1 clock hour = 1 point	*In-service Credit Approval Slip <u>or</u> Course Attendance slip <u>or</u> Certificate of Completion *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*In-service course or program and documentation of successful completion must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Professional Conference/ Workshop/Institute	45 points/5 year period	1clock hour in workshops = 1 point	*Original certificate of attendance/completion <u>or</u> *Letter from Supervisor/Conference Staff *Copies/Exhibits of products developed by applicant including program agenda. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must include only time spent in those portions of the conference program that contribute to the participants knowledge, competence, performance or effectiveness in education as related to areas of growth *Conference/Workshop/Institute and documentation of attendance must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate

				standard(s) the activity enhances.
Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
New Administrator Mentoring	36 points/5 year period	1 clock hour = 1 point	*Signed Mentor Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be mentoring a new administrator *Documentation must be approved by the Professional Growth Team and include the specific performance statements from the appropriate standards the activity enhances. <u>*Must complete a formal state/local program</u>
License Renewal Professional Growth Team Member	25 points/5 year period	1 clock hour = 1 point	*Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be mentoring another administrator going through the re-licensing process. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Travel	5 points/5 year period	5 points/travel	*Copies/Exhibits of products developed by applicant *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Travel activities and Documentation of educational travel must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Presentation	10 pts/3 hr of presentation time 30 pts/longer course (>9 hours of presentation time)	1 clock hour = 1 point Minimum of 3 hours	*Copies/Exhibits of products developed by applicant *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must include only actual time preparing and presenting a professional course, workshop or presentation. For the initial event. *Documentation of presentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances. *Presentation must be external to the administrator's employing school district.

Options	Maximum Points	Point Value	Sample Verifications	Criteria (standard/goal related, completed)
Indiana Principal Leadership Academy (IPLA)	90 points/5 years	90 points	<ul style="list-style-type: none"> *Original certificate of attendance/completion <u>or</u> *Letter from Supervisor/Conference Staff *Copies/Exhibits of products developed by applicant including program agenda. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Must include only time spent in those portions of the conference program that contribute to the participants knowledge, competence, performance or effectiveness in education as related to areas of growth *Conference/Workshop/Institute and documentation of attendance must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Research	15 points/project 30 points/5 years	1 hour = 1 point Minimum of 3 hours	<ul style="list-style-type: none"> *Copies/Exhibits of products developed by applicant featuring research findings. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Research must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Curriculum Development	45 points/5 years	1 hour = 1 point Minimum of 3 hours	<ul style="list-style-type: none"> *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. Excerpts submitted for documentation should not exceed 3 pages. 	<ul style="list-style-type: none"> *Must be service on formal committee organized by local district, state, national or international education agency. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Professional Programs/Committees	50 points/5 years	1 hour = 1 point	<ul style="list-style-type: none"> *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. 	<ul style="list-style-type: none"> *Must be service on formal committee organized by local district, state, national or international education agency. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.

Options	Maximum Points	Point Value	Required Verifications	Criteria (standard/goal related, completed)
College Credit	90 points/5 years	1 semester hour=15 pts 1 quarter hour=10 pts	*Official Transcripts *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be earned from an accredited college *Course must be completed at the graduate level. *Must be a grade of “B” or better or a “P” in pass/fail.
College/University Teaching	90 points/5 years	1 semester hour=15 pts 1 quarter hour=10 pts	*Letter of verification from department chairman of the administration program <u>or</u> the associate dean of the education department <u>or</u> the dean of the education department. *Copy of syllabi for course(s) taught. *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Teaching assignment must be through a college/university accredited to offer administration and supervision or teacher preparation programs at the graduate level. *Teaching assignment must be at the graduate level in either the education department or in the administration/supervision department. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Educational Publication	45 points/5 years	45 points for book Up to 10 points/other publication	*Copy of publication or document and Documentation Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must contribute to the profession or add to the body of knowledge in the individual’s specific field *Must be commercially published <u>or</u> formally approved document <u>or</u> formally published by a recognized state or National agency or organization. *Verification of work must be approved by the Professional Growth Team and include the specific performance statements from the appropriate standards the activity enhances.

Options	Maximum Points	Point Value	Sample Verifications	Criteria (standard/goal related, completed)
Accreditation Activities, e.g., PBA, North Central, Baldrige, NCATE	25 points/5 year period for Chair 15 points/5 year period year for team member Total maximum of 40 points/5 year period	25 points per visit for chair 15 points per visit for team membership	*Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances.	*Must be a chairperson or active member of listed committee or other committee with similar duties. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.
Other Experience/Activity	Number of points to be determined by Professional Growth Team, based on the activity. Applicant can earn up to 30 points in a 5 year period.	1 hour = 1 point	*Documentation Form *Documentation listing the appropriate standard(s) and performance statement(s) the activity enhances. *Copies/Exhibits of products developed by applicant, if applicable	*Must enhance individual's work in the profession or contribute to his/her area of specialization and is documented as standards-based. *Activity must be <u>pre-approved</u> by Professional Growth Team. *Documentation must be approved by the Professional Growth Team and include the specific performance statement(s) from the appropriate standard(s) the activity enhances.